

2016 Statement of Economic Interests – Form 700
Filing Officer Informational Fact Sheet
Cities and Counties



FPPC Contacts

For filing officer information:

Cities A-M – Tina Nezrab
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Cities N-Z – Sonia Rangel
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Counties – Gail Perry
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Annual Deadline: April 1, 2016

Date stamp all statements as they are received!

Forward original Form 700s for the following positions (including candidates) to the FPPC by **April 6, 2016**:

Cities

- ♦ City Council Members
- ♦ Mayor
- ♦ Planning Commissioners (including alternates)
- ♦ City Manager
- ♦ City Attorney
- ♦ Chief Administrative Officer
- ♦ City Treasurer (only forward the Finance Director's statement if your city **does not** have a treasurer)

Counties

- ♦ Supervisors
- ♦ Chief Administrative Officer
- ♦ District Attorney
- ♦ County Counsel
- ♦ County Treasurer
- ♦ Planning Commissioners (including alternates)

Send Statements To:

Fair Political Practices Commission
428 J Street, Suite 620
Sacramento, CA 95814

Do not forward statements for the following:

- Filers covered under your agency's conflict-of-interest code (**be sure to always provide a copy of the filer's disclosure category to them when providing the form 700**)
- Public officials who manage public investments (e.g., retirement board members and investment officers)

Answers to reporting questions:

Use: advice@fppc.ca.gov

Training Seminars and Webinars:

Continue to check for dates and locations:

<http://www.fppc.ca.gov/learn/training-and-outreach/filing-officers.html>

Your Checklist

For statements that you forward to the FPPC:

- Notify filers about the deadline (may provide email notification).
- **Date stamp all statements.**
- Keep copies for four years and originals for seven years. (Sec. 81009)
- Make statements accessible to the public during your regular business hours. Requestors may remain anonymous. (Sec. 81008)
- Continue to monitor when assuming, leaving, and candidate statements should be filed, and forward these to the FPPC within five days of the filing deadlines.
- Notify FPPC about 87200 nonfilers so we may follow up with them.
- Post a list on your agency's website of the filers whose

Advice E-mail: advice@fppc.ca.gov
FPPC Toll-Free Helpline: 866/275-3772
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statements are forwarded to the FPPC. Include both their names and position titles. (Sec. 87505)

- Forward assuming office and leaving office statements throughout the year. They are due within five days of the filing deadline for each statement.

➤ New Law

*When reporting travel payments that are gifts, the filer must now provide the **travel destination** on Schedule E. This applies to travel taken on or after January 1, 2016. This information is not required on the 2015 annual filings but may be provided.*

➤ Gift Limit

The gift limit for 2015 was \$460, which will remain in effect until December 31, 2016. For more information on gift limits and disclosure, review the Gift, Honoraria, Travel & Loans fact sheet on our website.

FPPC Redaction Requests

Elected officers may request certain personal information be redacted on the Form 700 that is posted on the FPPC website. The names of family members, addresses of entities at

which a family member is employed and similar information may be redacted. Individuals may use the advice email service to request redaction.

Elections in 2016

Officials running for re-election in June 2016 will not be required to file a separate Form 700 candidate statement as long as an annual statement is filed by the April 1 filing deadline or before filing the declaration of candidacy, whichever is earlier.

Appointments – Form 806

Do your agency members receive \$250 or more to serve on **other** boards or commissions? Click here for Form 806 information:

<http://www.fppc.ca.gov/content/dam/fppc/NS-Documents/TAD/Agency%20Reports/Form%20806.pdf>

New Positions – Form 804

Regulation 18734 requires an individual hired for a position not yet covered under your agency's conflict-of-interest code to file Form 700 if the individual serves in a position that makes or participates in making governmental decisions.

Use of the Form 804 helps agencies identify new positions and disclosure requirements for individuals serving in new positions. Form 804 is recommended as it promotes uniform reporting among agencies. Form 804 is retained by your agency and is found here:

<http://www.fppc.ca.gov/content/dam/fppc/NS-Documents/TAD/Agency%20Reports/804.pdf>

Example: Your agency recently hired an IT Specialist. This is a brand new position, and thus, is not yet included in your agency's conflict-of-interest code. Because this individual will make decisions on purchasing computer software, the position must be added to the code. In the meantime, this person will file Form 700 under the broadest disclosure category (or limited disclosure if provided for on Form 804) until the code is amended to include this position.

Consultants - Form 805

Local government agencies may use Form 805 to identify consultants that will make or participate in making governmental decisions. Form 805 identifies the disclosure requirements for individuals serving in these positions and is retained at your office.

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For more information, refer to the FPPC website and Regulations 18701 and 18734.

Form 802 – New Rules

FPPC Regulation [18944.1](#) sets out the circumstances under which an agency's distribution of tickets to entertainment events, sporting events, and like occasions would not result in a gift to individuals that attend the function. In general, the agency must adopt a policy which identifies the public purpose served in distributing the admissions. The Form 802 serves to detail each event and the public purpose of each ticket distribution.

Effective in early 2016, agencies are no longer required to send each Form 802 filed to the FPPC but will instead post the completed forms on its website and e-mail the website link to FPPC at Form802@fppc.ca.gov. For more information, see the newly amended FPPC Regulation 18944.1 here: <http://www.fppc.ca.gov/the-law/fppc-regulations/newly-adopted-amended-or-repealed-regulations.html>

Conflict-of-Interest Code Reviews Due in 2016

The Political Reform Act requires each city and county to review its conflict-of-interest code biennially and notify the City Council or Board of Supervisors as to whether it needs to be amended. The biennial notice must be submitted to the City Council or Board of Supervisors no later than October 3, 2016.

General FAQs

Q – I have a filer on military leave. Do I send the Form 700 overseas for the filer to complete?

A – No. Simply note this in your log (or, in the case of an individual whose statement is forwarded to FPPC, notify us) and have the individual file his/her annual statement upon returning.

Q – We have a new planning commissioner. Is the assuming office date the date the city council appointed her or the date she attends her first meeting?

A – The assuming office date is the date the planning commissioner is sworn in or begins to perform the duties, whichever is earlier.

Q – Is an amendment request necessary if the "total number of pages" line on the Cover Page is left blank?

A – No. Listing the total number of pages included with the Form 700 filing is not required by law; it is included simply as a tool to ensure that all pages are received.

Q – Does a board member who has been reappointed, or an employee who moved from one designated position to another designated position within our agency, have to file a leaving office and an assuming office Form 700?

A – No. As long as there was not a break in service of 30 days or more, the person will continue to file annual statements.

Q – A newly appointed planning commissioner assumed office on October 15, 2015, and filed an assuming office statement. Must he file an annual statement on April 1, 2016?

A – No, any filer who assumed office between October 1 and December 31, 2015, and filed an assuming office statement does not need to file an annual statement until April 3, 2017.

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The period covered on the newly appointed planning commissioner's statement will be October 16, 2015, through December 31, 2016.

Q – My filers make a lot of mistakes on Parts 1 through 3 of the Cover Page. May I complete that information for them?

A – Yes, so long as you do so prior to having them complete their schedules. Once they have signed the form, you cannot make any changes to their statement. Any amendments must be completed by the filer on the appropriate amendment schedule.
Please do not use acronyms when listing agency names.

Q – Although we are approved by FPPC for e-filing of the Form 700, some filers email scanned copies of signed statements instead of filing electronically. Are these acceptable?

A – No. The original of any statement actually signed by the filer must be filed in the appropriate office regardless of e-filing approval.

City Specific FAQs

Q – A city planning commissioner was elected to the city council in the November election. Must he file assuming and leaving office statements?

A – No, the official will simply continue to file annual statements.

Q – The assistant city manager has been appointed the acting city manager. Must she file an assuming office statement?

A – Yes, because she is assuming a position covered by Section 87200, she must file an assuming office statement which is forwarded to FPPC.

County Specific FAQs

Q – The assistant county counsel has been appointed as the acting county counsel. Must she file an assuming office statement?

A – Yes, because she is assuming a position covered by Section 87200, she must file an assuming office statement, which is forwarded to the FPPC.

Q – A county planning commissioner was elected to the Board of Supervisors in the November election. Must he file assuming and leaving office statements?

A – No, the official will simply continue to file annual statements.